



Interning for Congressman Ed Towns

*Do you want to work in Congress someday?
Are you interested in political issues?*

Congressman Towns is looking for bright, motivated, and responsible interns to work in our Washington and Brooklyn offices

Responsibilities include:

- Δ Drafting House Resolutions, Congressional Records, and Press Releases
- Δ Researching and responding to constituent mail on a wide variety of policy issues
- Δ District: Meeting with constituents and community leaders on local issues.
- Δ District: Assisting with constituent matters such as immigration and public housing
- Δ Drafting various documents including Proclamations, Certificates, and Support Letters
- Δ Note: This is an UNPAID position, but the learning experience is invaluable!

Qualifications include:

- Δ Interest in political science or public policy--students working towards a degree in political science, communications, policy, journalism, or a related field are preferred
- Δ Excellent writing skills (a writing sample is required for your application)
- Δ Amicable and able to work well with others
- Δ Strong organizational skills
- Δ Good phone manners
- Δ Professionalism: interns should wear business-professional attire and arrive at the time arranged (your work schedule will be flexible to accommodate class schedules, but should remain consistent from week to week if possible)

To apply, please send a cover letter, a copy of your resume, and a writing sample to one of the below offices:

Washington, D.C.
Attn: Daria Dawson
Rayburn HOB, #2232
Washington, D.C. 20515
(p) 202.225.5936
(f) 202.225.1018

Downtown Brooklyn
Attn: Jonathan Noble
26 Court Street, #1510
Brooklyn, NY 11242
(p) 718.855.8018
(f) 718.858.4542